

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



March 17, 2004

ALL COUNTY INFORMATION NOTICE NO. I-17-04

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL CAL-LEARN COORDINATORS
ALL CAL-LEARN CASE MANAGEMENT AGENCIES

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
PROGRAM (CalWORKs) ELIGIBILITY BUREAU (CEB) ANALYST
ASSIGNMENTS

This is to inform you that the CEB has made some staffing and assignment changes, due to staffing losses and the need to redirect staff to develop Quarterly Reporting policy and regulations. Additionally, the Cal-Learn Program and CalWORKs Family Planning Project functions and staff have now joined CEB. An updated listing of analyst assignments is attached for your reference.

Requesting Policy Interpretations

Because of the reassignment of regulation areas, many of our staff now have new and additional responsibilities. To assist us in facilitating and expediting our responses to your inquiries, we are requesting that counties follow the guidelines below.

- Submit questions by e-mail (using the attached format) directly to the analyst assigned to the regulations area. If you would like an email version of this format, please contact Ms. Kinaya Foster at kinaya.foster@dss.ca.gov. If the county does not have e-mail access, please FAX your questions to (916) 654-1401.
- Indicate the reason for the question e.g., training, an eligibility determination on a case.
- Include the date by which you must have a response.
- Cite the specific regulations that pertain to your question, and any additional references you have checked such as All County Information Notices (ACINs), All County Letters (ACLs), etc.
- Include all relevant details, as questions will be responded to based on the information provided. No assumptions are made in responding to your questions.
- Provide your proposed answer and information supporting your conclusion whenever possible. Note if you have consulted with other analysts in the department.

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Following these guidelines will help reduce the number of calls between analyst and counties before an answer can be provided and help provide a timely response to county questions. We will strive to respond to inquiries within one week. If we are unable to respond within that timeframe, you will be contacted pending a reply to your inquiry.

As a reminder, questions related to non-citizen status must be addressed by the United States Citizenship and Immigration Services (formerly INS). Counties should continue to use the Systematic Alien Verification for Entitlement system as the method to verify legal non-citizenship status. The CEB does not have the authority to determine the status of non-citizens and would defer to USCIS for any determination.

Questions regarding specific forms or notices should be addressed to the analyst assigned to the specific area of regulations. Mandated revisions to forms or notices will be discussed and reviewed by the County Welfare Director's Association (CWDA) County Advisory Team and Notice of Action language will continue to be reviewed by the Turner Committee.

Sincerely,

Original Document Signed
By Charr Lee Metzker
On 3/15/04

CHARR LEE METSKER, Chief
Employment and Eligibility Branch

Attachments

c: CWDA
CSAC

CalWORKs COUNTY REQUEST FOR REGULATION INTERPRETATION

Requestor Name:	County:
Phone No:	Subject:
Regulation Cite(s):	References:
Date of Request:	Date Response Needed due to: Homeless Assistance request Immediate Need request Hearing Other:

(Include ACL/ACIN, court cases, etc. in references)

QUESTION:

PROPOSED ANSWER:

CalWORKs Eligibility Bureau – Analyst Assignments
Effective March 2004

ALL NUMBERS ARE WITHIN THE 916 AREA CODE

19-000 to 19-008	Confidentiality	Vince Toolan	654-1808
22-071 to 22-072	Adequate and Timely Notice	Vince Toolan	654-1808
40-034	Drug/Fleeing Felons	Paulette Dreher	654-3386
40-100 to 40-117	Reception	Beverly Thomas	654-6127
40-105.3	Statewide Fingerprinting Image System (SFIS)	Vince Toolan	654-1808
40-105.4	Immunizations	Charlotte Doisy	657-3356
40-105.5	School Attendance	Charlotte Doisy	657-3356
40-107.14	Time-on-aid Informing	Charissa Miguelino	657-3665
40-118	Filing Unit	Beverly Thomas	654-6127
40-119 to 40-128	Application Process	Beverly Thomas	654-6127
40-129	Immediate Need	Beverly Thomas	654-6127
40-131	Interview Requirements	Beverly Thomas	654-6127
40-157 to 40-159	Principles and Methods of Determining Eligibility	Beverly Thomas	654-6127
40-161	Home Visit	Beverly Thomas	654-6127
40-171	Action on Applications	Beverly Thomas	654-6127
40-173	Notifying Applicants and Recipients	Vince Toolan	654-1808
40-181	CW 7/Monthly Reporting	Dennis Ragasa	654-1063
40-181.2	Redeterminations	Dennis Ragasa	654-1063
40-183 to 40-197	Inter-county / Intra-program Transfers	Paulette Dreher	654-3386
41-400 to 41-441	Deprivation and Unemployment	Beverly Thomas	654-6127
41-450	Continued Absence of Parent	Beverly Thomas	654-6127
42-100	Age	Charlotte Doisy	657-3356
42-200	Property Definitions	Rosie Avena	654-1514
42-221	Transfer of Property	Rosie Avena	654-1514
42-301. and .302	60-Month Time Limit	Charissa Miguelino	657-3665
42-400 to 42-424	Residence	Rosie Avena	654-1514
42-430 to 42-435	Citizenship and Alienage	Shawn Bradley	653-8675
42-762 to 42-769	Cal-Learn	Dennis Ragasa	654-1063
		Charlotte Doisy	657-3356
43-100 to 43-117	Responsible Relative	Jackie Shelley	654-1061
43-119	Sponsored Aliens	Shawn Bradley	653-8675
43-200	Child Support	Charissa Miguelino	657-3665
44-100 to 44-133 and			
44-133.7 and.8	Income	Jackie Shelley	654-1061
44-133.5 and .6	Family Composition	Beverly Thomas	654-6127

**CalWORKs Eligibility Bureau – Analyst Assignments
Effective March 2004**

44-205 and 44-206	Establishing the Assistance Unit	Beverly Thomas	654-6127
44-207	Income Eligibility (Financial Eligibility)	Vince Toolan	654-1808
44-211	Special Needs	Rosie Avena	654-1514
44-211.5	Homeless Assistance	Rosie Avena	654-1514
44-212	MBSAC Definitions	Vince Toolan	654-1808
44-300 to 44-306	Aid Payments (schedules, payee, delivery)	Vince Toolan	654-1808
44-307	Voucher/Vendor Payments	Jackie Shelley	654-1061
44-309	Protective Payments	Jackie Shelley	654-1061
44-311	COLA	Vince Toolan	654-1808
44-313	Budgeting	Vince Toolan	654-1808
44-314	Maximum Family Grant (MFG)	Dennis Ragasa	654-1063
44-315	Grant Structure, MBSAC/MAP	Vince Toolan	654-1808
44-316	Reporting Changes	Dennis Ragasa	654-1063
44-317 to 44-318	Beginning Date of Aid	Beverly Thomas	654-6127
44-319 to 44-327	Initial Payments, payment changes	Vince Toolan	654-1808
44-340	Underpayments	Charissa Miguelino	657-3665
44-350 to 44-355	Overpayments	Charissa Miguelino	657-3665
44-400 to 44-403	RISP	Vince Toolan	654-1808
50-000	Court Cases	Vince Toolan	654-1808
81-215	Diversion	Beverly Thomas	654-6127
82-500	Child Support	Charissa Miguelino	657-3665
82-610	Potentially Available Income	Jackie Shelley	654-1061
82-612 to 82-614	Unemployment Benefits	Jackie Shelley	654-1061
82-808	Caretaker Relatives	Jackie Shelley	654-1061
82-812	Temporary Absence	Jackie Shelley	654-1061
82-820 to 82-832	Assistance Unit	Beverly Thomas	654-6127
89-110	Exempt/Nonexempt MAP	Vince Toolan	654-1808
89-130	Restricted Accounts and Individual Development Accounts	Rosie Avena	654-1514
89-201.1 and .4	Minor Parent Requirement	Dennis Ragasa	654-1063
89-201.5 and .6	Minor Parent (income)	Jackie Shelley	654-1061

**CalWORKs Eligibility Bureau – Analyst Assignments
Effective March 2004**

Quarterly Reporting (CalWORKs Eligibility only)	Paulette Dreher	654-3386
Legislative Coordinator	Jackie Shelley	654-1061
Litigation Coordinator	Vince Toolan	654-1808
Records Retention Coordinator	Jackie Shelley	654-1061
CAT Liaison	Kinaya Foster	657-3293
EBT Liaison (CalWORKs Eligibility Interface only)	Vince Toolan	654-1808
Public Records Act Coordinator	Vince Toolan	654-1808
TANF State Plan Liaison	Charlotte Doisy	657-3356
Tribal TANF Liaison	Shawn Bradley	653-8675
60-Month Time Limit Tracking/Safety Net	Charissa Miguelino	657-3665
CalWORKs Family Planning Project	Cindy Erl-Stone	653-5961

CEB Analyst E-Mail Addresses

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